

**UTAH CTE SKILL CERTIFICATION
PERFORMANCE EVALUATION
Leadership Management A – TEST #419**

The performance evaluation **is a required component of the skill certification process**. Each student must be evaluated on the required performance objectives. Performance objectives may be completed and evaluated anytime during the course.

- Students should be aware of their progress throughout the course, so that they can concentrate on the objectives that need improvement.
- Students should be encouraged to repeat the objectives until they have performed at a minimum of **80% (moderately to highly skilled level)**.
- When a performance objective has been achieved at a minimum of 80% (moderately to highly skilled level), **“Y” (Y=YES)** is recorded on the performance summary evaluation form. If a student **does not** achieve 80% (moderately to highly skilled level), then **“N” (N=NO)** is recorded on the summary sheet for that objective.
- All performance objectives **MUST** be completed and evaluated prior to the written test.
- The teacher will bubble in **“A”** on the answer sheet for item **#81** for students who have achieved **“Y”** on **ALL performance objectives**.
- The teacher will bubble in **“B”** on the answer sheet for item **#81** for students who have **ONE or more “N’s”** on the performance objectives.
- The signed summary evaluation sheet(s) **MUST** be kept in the teacher’s file for two years.
- A copy is also kept on file with the school’s CTE skills certification testing coordinator for two years.

Performance Objectives

- PO-01 _____ Define the roles of each officer and/or members in affiliated organization. Include an organizational map. (*Chapter 1, Supervision Today*).
- PO-02 _____ Continually utilize an effective time management system—planner, palm pilot, calendar, etc. (*Time Management—Supplemental materials*).
- PO-03 _____ Utilizing strategies and tactics, establish short- and long-range goals for student AND affiliated organization, complete with deadlines. (*Chapter 3, Supervision Today*).
- PO-04 _____ Create a budget for organization or activity. (*Chapter 4, Supervision Today*).
- PO-05 _____ Using an appraisal and conflict management tools, evaluate performance of self and others affiliated with organization, and effectively follow-up (*Chapter 8, Supervision Today*).

ADDITIONAL PERFORMANCES

(If teaching Leadership Management—Semester “B,” student may complete this performance competency during either 1st or 2nd semester)

- PO-06A _____ Demonstrate essential leadership competencies through professional presentation skills. (*Chapter 1, Supervision Today*).

OR PO-06B _____ Sign here if student is scheduled to complete this competency **next** semester.

- PO-07A _____ Demonstrate the ability to use technology by utilizing presentation software (i.e., Microsoft PowerPoint) during a formal presentation (*Chapter 2, Supervision Today*).

OR PO-07B _____ Sign here if student is scheduled to complete this competency **next** semester.

Students who achieve 80% (moderately to highly skilled) on **ALL** performance objectives and 80% on the written test will be issued an CTE skill certificate.

Please print clearly:

I, _____, certify that _____, who is a student at
(Teacher Name) (Student Name)

_____, has mastered each of the above completed standards and objectives at an 80% or
(School Name)
higher level.